

(CLASSIFICATION)

# ACTION MEMORANDUM

## OFFICE OF THE DIRECTOR

Deputy Director (Intelligence)  
Deputy Director (Plans)  
Deputy Director (Research)  
Deputy Director (Support)  
Inspector General  
General Counsel  
Comptroller

Action Memorandum No. A-15

Date 18 August 1962

TO : Colonel Crogan

SUBJECT : Daily Information Cable to Director During Period 24 August -  
24 September

### REFERENCE:

1. During the absence of the Director (approximately 24 August - 24 September) I intend to send him a message each working day in order to keep him current on the general world situation, general governmental activities, operational activities of the Agency, and other matters as appropriate. Messages on Saturdays, Sundays, or holidays will be generated only by urgent events of a most important nature which should not be held over until the regular Monday cable. Mr. Elder and Mr. Knoche will prepare the final message for my approval, based on submissions by addressees. It is desired that addressees transmit their submissions to Mr. Elder's office (carbon copy to the Executive Director) no later than 3 p.m. (1500) each working day. If items cannot meet that deadline, please advise Mr. Elder by phone. Negative reports need not be submitted. Events occurring on Saturdays, Sundays, or holidays which would normally be brought to my attention on an urgent basis will be simultaneously transmitted to Mr. Elder for preparation of a special message to the Director.

2. Some items of particular interest, but not limited thereto, are listed herewith.

DD/I -- Any unusual intelligence information not included in the Checklist.

DD/P -- Summary of important operations not requiring highly sensitive codeword handling. (The latter may be disguised for possible use.)

SUSPENSE DATE:

(CLASSIFICATION)

DI/P -- Same as DI/P

DD/P -- Same as DD/P

Inspector General -- Any really critical problem, particularly involving malfeasance.

Comptroller -- Any really important problem, particularly involving the budget.

General Counsel -- Any really important problem, particularly involving legislation or litigation.

Colonel Grogan -- Press items of interest to the Director, not necessarily related to CIA, which would not normally be available through the limited coverage of international press.

3. As general guidance, I wish to keep the Director generally informed of international and community activities on a broad scale and of Agency activities in somewhat more detail. This will not only assist in keeping the Director au courant but will tend to reduce the magnitude and complexity of the briefings he will want upon his return.

4. If there are any specific questions or areas of doubt as to what I desire, please see me.

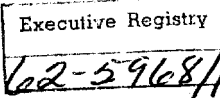
/s/

Marshall A. Carter  
Lieutenant General, USAF  
Deputy Director

MEMO:slp

Distribution:

- 1 - Each addressee
- 1 - AC/DCI for information
- 1 - Executive Director for information
- 1 - DDCI
- 1 - EA/DCI
- 1 - EA
- 1 - OSIS/S

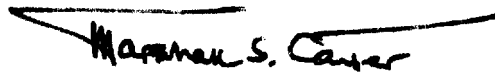


18 August 1962

MEMORANDUM FOR: Assistant for Coordination

1. Attached is an Action Memorandum for the components of the Central Intelligence Agency.

2. I would like you to consider this an Action Memorandum to you in my capacity as Acting Director of Central Intelligence, and to feed to Mr. Elder for transmission to the Director of Central Intelligence items of interest emanating from your operations.

  
Marshall S. Carter  
Lieutenant General, USA  
Deputy Director

MSC:blp

Distribution:

Original - Addressee w/att (Action Memo # A-35)

1 - Executive Director

1 - EA/DCI

1 - DDCI

1 - ER

25X1



8/21/62

Approved For Release 2002/08/21 : CIA-RDP80B01676R000700140081-9

| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM      |                  |                                       |   |
|--|------------------|---------------------------------------|---|
| UNCLASSIFIED   |                  | CONFIDENTIAL                          |   |
| CENTRAL INTELLIGENCE AGENCY<br>OFFICIAL ROUTING SLIP |                  |                                       |   |
| TO   | NAME AND ADDRESS | DATE                                  | INITIALS                                |
| 1  | AC/DCI           |                                       |   |
|  |                  |                                       |   |
| 3  | <i>Staff</i>     |                                       | <i>o</i>                                |
| 4  |                  |                                       |   |
| 5  |                  |                                       |   |
| 6  |                  |                                       |   |
| <input checked="" type="checkbox"/>                  | ACTION           | <input type="checkbox"/> DIRECT REPLY | <input type="checkbox"/> PREPARE REPLY  |
| <input type="checkbox"/>                             | APPROVAL         | <input type="checkbox"/> DISPATCH     | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/>                             | COMMENT          | <input type="checkbox"/> FILE         | <input type="checkbox"/> RETURN         |
| <input type="checkbox"/>                             | CONCURRENCE      | <input type="checkbox"/> INFORMATION  | <input type="checkbox"/> SIGNATURE      |
| Remarks:   |                  |                                       |   |
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| FOLD HERE TO RETURN TO SENDER                        |                  |                                       |   |
| FROM: NAME, ADDRESS AND PHONE NO.                    |                  |                                       | DATE                                    |
| DDCI   |                  |                                       | 18 Aug 62                               |

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